

Pickerington Public Library

Display Guidelines for Circulating Materials

Purpose

The purpose of this guideline is to provide a consistent framework for selecting themes and subjects for displays of circulating materials (books, DVDs, audiobooks, Library of things, etc.) that support the mission of Pickerington Public Library. Displays should reflect the interests, values, and initiatives of the Pickerington community while aligning with broader county, state, and national observances when appropriate.

Display Prioritization

1. Pickerington Initiatives and Events

- Library programs, strategic plan goals, or focus areas
- Events led or supported by the City of Pickerington or the Pickerington Local School District
- Local milestones, holidays, and community-driven causes

2. Fairfield County Initiatives and Events

- Programs, campaigns, or commemorations organized or promoted by Fairfield County government or organizations
- County-wide events or initiatives that impact the library's service population

3. State of Ohio Initiatives and Events

- Events recognized by the Governor of Ohio or Ohio state agencies
- Observances supported by the State Library of Ohio or Ohio educational bodies

4. Federal or National Initiatives and Events

- National commemorative months and days officially recognized by the U.S. government
- Educational, health, or civic awareness campaigns of broad public interest

Recognition Month Source Authority

To ensure reliability and consistency when choosing awareness months or commemorative themes, staff will refer to the following sources, in order of precedence:

1. Internal and Local Sources

- Pickerington Public Library's internal programming calendar
- City of Pickerington and Fairfield County government proclamations or calendars
- Pickerington Local School District calendars and community partners

2. State of Ohio Sources

- Official proclamations by the Governor of Ohio: <https://governor.ohio.gov>
- The State Library of Ohio website and outreach resources

3. Federal and National Sources

- National Archives commemorative events calendar:
<https://www.archives.gov/news/topics/commemorations>
- Library of Congress, Smithsonian, and partner institutions:
<https://www.loc.gov>
- Health-related observances from <https://www.cdc.gov> or
<https://www.health.gov>
- National literacy and education campaigns from <https://www.ala.org>

If a specific month includes multiple potential observances or if sources conflict:

- Choose the theme most relevant to the local community or one that aligns best with the library's strategic initiatives.
- Final decisions may be reviewed by the Public Services Director or relevant department manager.

Display Content Guidelines

- Materials selected should be in good physical condition and available for checkout.

- Displays should aim to include a range of voices and perspectives, especially for observances related to history, culture, or identity.
- Themes should promote a welcoming environment, be culturally responsive, and broadly accessible to the community.
- Content should support the library's mission of learning, engagement, and enrichment.

Neutrality and Community Representation

Pickerington Public Library curates displays to reflect a wide range of interests, educational opportunities, and recognized observances that align with our mission to serve the entire community. The library does not take an institutional stance on transient, partisan, or polarizing social issues that may divide public opinion.

While staff may select display topics that reflect recognized cultural, historical, or educational themes, these selections are guided by the library's values of providing a welcoming environment, supporting accessibility, and prioritizing community relevance—not by current trends or advocacy positions.

Displays are intended to inform, engage, and support lifelong learning—not to promote a particular viewpoint or ideology. The inclusion of materials in any display does not constitute endorsement by the library.

Coordination and Review

- Staff are encouraged to suggest display ideas during team meetings or submit proposals to their supervisor.
- Department managers may coordinate monthly or seasonal themes to ensure a balance of local and broad-interest topics throughout the year.

Disclaimer

The inclusion of materials in a display does not imply the endorsement of any particular viewpoint by the Pickerington Public Library.